

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1705

FLSA: Exempt

**CLASSIFICATION TITLE: DIRECTOR, CURRENT PLANNING
OPERATIONS**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct the coordination and administration of all staff and functions of the operations division. Duties and responsibilities include, but are not limited to: supervising assigned staff in the daily operations of the division; serving as advisor and consultant to elected officials, governmental boards and committees, builders and/or developers and neighborhood organizations; serving as liaison between staff and legislative bodies; and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans and distributes work assignments for assigned staff; monitors project progress and employee work performance; trains staff as required; provides feedback regarding performance.

Conducts zoning and development policy studies; formulates staff recommendations for zoning cases, policies and studies; presents oral and written presentations of recommendations to planning commission and various legislative bodies.

Develops new regulatory concepts and standards; writes ordinance amendments and regulations; ensures compliance with current federal, state and local legislation.

Serves as advisor and consultant to elected officials, developers, governmental boards, department heads, and citizen groups; acts as liaison between RPA staff and legislative bodies; answers questions received from individuals and agencies and provides information where necessary; represents the division before the media.

Conducts field inspections of all zoning and special permit requests; considers factors such as site suitability, limitations, traffic patterns, compatibility with adjacent

development and specific land use plans and policies; organizes information from other sources for recommendation or case studies; writes resolutions following public hearings indicating recommendations or zoning request permits and proposed ordinances or regulation changes.

Advises developers, contractors, engineers, architects, attorneys, and other individuals regarding development proposals, market analysis, use compatibility studies and approaches for negotiating with other parties; assists developers with locating potential development sites.

Assists director with annual work programs, budget preparation and other administrative functions; assists with studies, plan updates, area plans and other planning-related issues.

Coordinates various interdepartmental staff reviews, public hearings and other planning commission meetings; advises board members, staff and commission regarding planning-related issues.

Writes and/or reviews job announcements and descriptions for assigned staff; interviews applicants makes recommendations for hire.

Attends meetings, seminars, workshops and training classes; reads current media sources to keep apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other City staff.

Composes correspondence, letters, memoranda, reports and other documents as required; reviews for accuracy and completeness; maintains files for future reference.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in urban planning, land use planning or related, with Master's level course work in the field; Master's degree strongly preferred; supplemented by three (3) to five (5) years previous experience and/or training that includes regional land use planning, operations division or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.